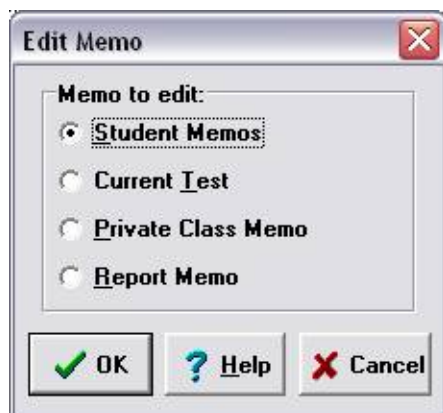


Memos for Reports

Click Memo button



Memo options

Report Memo

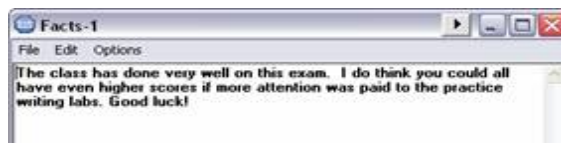
This is the place to write a general note you want printed on each student report, such as a generic statement about an upcoming parent conference or a parent signature line.

Create report memo:

Type memo to class

File>Save

Report memo comments on the class



Print Report Memo on Report

Click **Options** > **Print Report Memo** in the **Print Preview**.



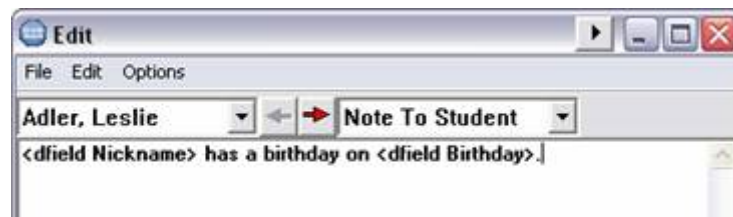
Choose report memo from the options menu in the Print Preview

Insert Student Information in Student Memos

You can insert **Student Information** field data into memos by clicking **File > Insert Field** in the **Student Memo** dialog. Select the data field or score information that you want to insert and click **OK**. The field will be shown in brackets but if you print the note on a report or export it, you will see the actual value of the field.



Click insert field to display a list of fields



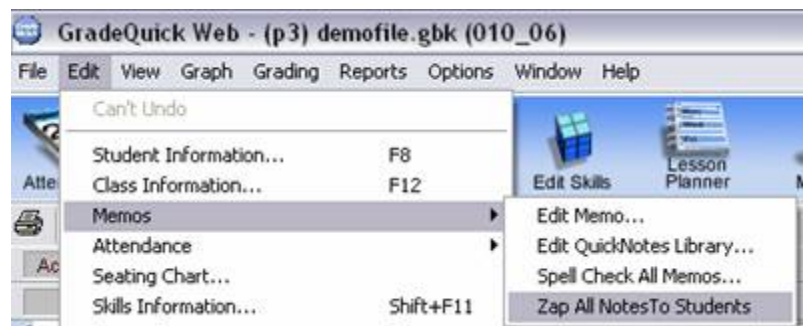
Example of fields may be used in a memo

Deleting All Student Memos

If you want to remove all the **Notes to Students** at once, choose **Edit > Memos > Zap All Notes to Students**. This will remove all old notes to students at once.

Note This option does **not** remove **Private Memo about Student**.

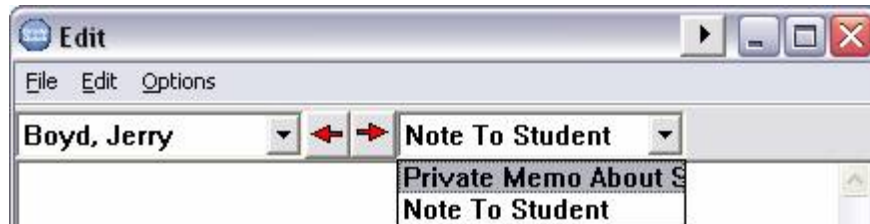
Use this option to remove the contents of all memos



Student Memo

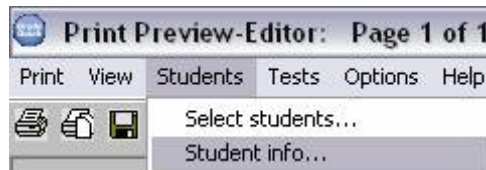
Selecting **Student Memos** gives the teacher two options:

- } **Note to Student**
- } **Private Memo About Student**

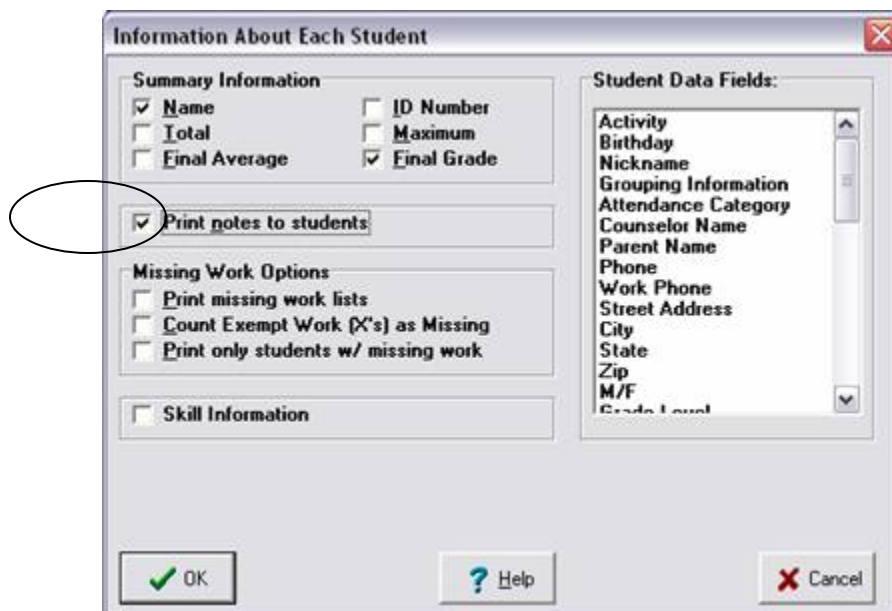


Choose a student memo

Printing Student Memos



Choose to print memos from student into



Student info options

You may also keep a **QuickNotes** library of frequently used comments to insert into the memos.

Contact Jane Wilson with any questions at: jwilson2@fairfield.k12.ct.us